

GTA Board Meeting Minutes

December 19, 2011

County Square, 301 University Ridge, Greenville, SC
Conference Room H (Bauer)

Board Members in Attendance:

Ms. Pat Dilger
Mr. Trey Fouché, Asst. Chairman
Mr. Al Gray, Treasurer
Mr. David Mitchell, Chairman
Mr. Jan Williams

Staff in Attendance:

Lorrie Brown, Administrative Assistant
Steve Chastain, Transit Superintendent
Carl Jackson, Transportation Director
Shelia Schmitt, Transit General Manager

Others in Attendance:

Keith Brockington, GPATS Planner
Karen Crawford, City Comptroller
Fred Payne, County Council Member
Warren Rowe, City Projects Manager
Gaye Sprague, City Council Member

Absent Board Members

Mr. Matt Carter
Mr. Jason Tankersley

The meeting was called to order at 12:00 noon by Mr. David Mitchell, Chairman.

Quorum established.

Approval of November 28, 2011 Board Meeting Minutes:

A motion to approve the November 28, 2011 Board Minutes was made by Mr. Al Gray. The motion was seconded by Mr. Jan Williams. No opposers. The motion carries.

Committee Reports

Development Committee Report (Given by Mr. Trey Fouché):

- All members were in attendance.
- Jean Crowther (Alta Planning) and John Edwards (LS3P Neal Prince) discussed Phase III of the Transit Center Renovations. They presented the layout design and gave the opportunity for questions and input. It was a good intro to what LS3P Neal Prince is planning. Warren Rowe stated that an MBA class from Clemson has offered to assist with this as part of their class project. They will potentially do polling and surveys. Ms. Dilger suggested that they also do a business plan. We need to communicate to the MBA students that there are different market groups for GTA.
- Shelia Schmitt brought a request to the Committee from the City Economic Development group for payment of \$800 which will be used for supplies for the murals at the vacant GTA facility located at 106 Augusta Street. Mr. Fouché felt this should go to the Finance Committee.
- As of last Monday, 43 shelters have been installed.
- Three buses have been ordered for the Maudlin/Simpsonville route. Public Hearings will be held later.
- The proposed bus route to the TD Convention Center and GSP was discussed. A conversation also took place with the Convention and Visitor's Bureau regarding having shuttles that would cover the hotels and the Convention Center. However, the main push now is for the downtown hotels to the GSP Airport.
- Downtown Trolley – RFP is moving forward for the purchase of trolleys. The RFP has been sent to the City Legal and Purchasing departments. There were questions from the Purchasing Department who want to make sure the correct language is being used.

Finance Committee Report (Given by Mr. Al Gray):

- October was the first month of the new fiscal year.
- Total revenue for the month of October was 9.7%; 8% is the target.
- Operating Expenses for October was 6.3%.
- Total Operating income for the month of October was \$125,182.
- Local revenue was higher than budgeted. The City and County were billed their quarterly portion due at the first month of each quarter; this is why we have an influx of revenue. We are at 25% of the budget for the year.
- Overtime dropped in October for Demand Response and Fixed Route.
- The tires are above budget at this point in the year because a bulk purchase was made to save money.

- Cash balance at October was \$250,432.
- Fund balance was \$6,101.
- Accounts Receivable balances due to the City of Greenville is \$451,036.
- Accounts Payable balances – In October we owed \$654,422; of this amount we have paid \$369,708 which leaves the majority of the balance being owed to the City of Greenville.

The Motorola invoice was not approved at the Finance Committee Meeting; it will be approved today due to questions that were raised. Shelia Schmitt verified that the Motorola invoice was for equipment purchased during the Transfer Center terminal renovations and should be paid.

A motion was made by Mr. Al Gray to approve payment of the Motorola invoice in the amount of \$3,895.00. The motion was seconded by Mr. Trey Fouché. No opposers. The motion carries.

November Invoices Endorsed for Board Approval

Date	Company	Description	Invoice #	Amount	
11/21/11	City of Greenville	GTA Board Contract – Oct. 2011	73628	284,092.03	1
* 10/03/11	State of SC Insurance Reserve Fund	GTA Annual Premium 2011-2012 (2 nd Quarterly Payment)	IRF# 1302317	35,362.18	1
R 11/30/11	LS3P Associates Ltd.	Phase III – Bike Station	25689	5,268.51	3
R 12/12/11	TD Bank	GPS used for location of shelter and bus stops	n/a	316.94	3
Total				\$325,039.66	

JARC/New Freedom Invoices Endorsed for Board Approval

Date	Company	Description	Invoice #	Amount	
12/5/11	Clemson University	CU-ICAR reimbursement for St. Francis/ICAR shuttle	W0926266703	2,372.61	2
R11/4/11	Community Journals LLC	Greenville Journal legal advertising	118887	102.70	
Total				\$2,475.31	

Grand Total				\$327,514.97
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1. The invoice relates to the various items, applicable portion grant funded, GTA responsible for 20%.
2. The invoice relates to JARC/New Freedom grant.
3. The invoice relates to the Transit Center Renovation project, 80% grant funds, local match provided by the City.
- * Net of premium credit memo for \$3,850.00 to delete bus from auto policy and \$270 overpaid in September 2011

The Finance Committee recommends approval of total invoices in the amount of \$327,514.97 (regular invoices \$325,039.66 and JARC/New Freedom invoices \$2,475.31). A second is not required since this is a recommendation from the Finance Committee. A vote is taken. There are no opposers. The recommendation carries.

The Committee went into Executive Session. A Request for Board Action was submitted for payment to Implicit Purchase Pool for two invoices totaling \$15,000 (\$7,500 each). This financial commitment is based on the Board's commitment to purchase two heavy duty transit buses. GTA joined the Implicit Purchase Pool under the management of Tim Lett with McDonald Transit prior to the City assuming management. The City Attorney has recommended that we pay this amount. The budget will not be affected due to extra money from an insurance claim for a burned GTA bus in the amount of \$15,000 (restrictive cash fund). Payment must be approved today to prevent possible litigation. After this payment, our agreement with Implicit Purchase Pool ends. A letter will accompany the check severing the agreement. This was a five year agreement. The check must be signed today. **Note:** Our agreement with the Florida Consortium is different from this agreement in that we only pay \$1,500 per bus when we actually purchase buses. The Implicit agreement was \$7,500 yearly regardless of whether we purchase buses or not. The City Manager had recommended taking this issue to the GTA Board Attorney. However, the Finance Committee opted to send documentation to the GTA Board Attorney should this matter come up in the future and not to pursue further legal counsel of the Board Attorney at this time regarding this matter.

The Finance Committee recommends payment of the Implicit Purchase Pools invoice where funds for payment will come from a restrictive cash fund (for burned bus); therefore, the budget will not be impacted. Since this is a recommendation from the Finance Committee, a second is not required. No opposers.

Karen Crawford stated that payment for supplies for the mural will come out of Non Vehicle Maintenance, and it will not need to be approved by the Board.

Management Report (Given by Carl Jackson):

- The Annual Meeting will be held on Monday, January 23, 2012. The Board needs to appoint a nominating committee today, since the GTA bylaws state that the election of officers will take place at the Annual Meeting. A slate of nominations should be given prior to the vote. Chairman Mitchell asked Committee Chairs, Mr. Al Gray and Mr. Trey Fouché, to serve on the nominating committee. Ms. Pat Dilger will chair the Nominating committee. A vote to elect officers will be taken at the Annual Meeting. Invitations will be sent out by staff.
- Councilman Payne thanked and complimented the GTA Board Members.

Other items and/or Comments:

- Chairman Mitchell stated that a transit report should be given to the City and County Councils. Mr. Jackson stated that this will be done next year around March.
- Keith Brockington stated that there are three GTA amendments on the agenda for approval by GPATS. Mr. Jackson stated that GTA will provide transportation for the GPATS Committee to the next GPATS meeting which will be held January 9th in Easley, SC.
- Councilor Payne stated that he and Carl Jackson spoke regarding meeting with Greenville Tech. He stated that survey results are still available for the transit survey conducted by the County prior to the City assuming management of GTA; 1,300 participants responded to this survey. Susie Wells with the County has offered to update the survey. Mr. Jackson stated that there should be a section that speaks to the higher education community. Greenville Tech has asked staff for survey data.
- Staff is working on service to Travelers Rest through JARC/New Freedom funding. Wal-Mart has expressed an interest in a partnership. The apportionment for JARC/New Freedom this round will be approved as a whole without projects attached.
- Shelia Schmitt stated that 140 employees of the County and City utilized the new fare free program for City and County employees. Of the 140 employees who rode the Greenlink bus in November, the breakdown was 72 City and 68 County employees.
- Ms. Schmitt stated that there are documents that need to be signed and returned to the City Legal Department pertaining to the mural. She will have sketches from the mural artist forwarded to the Board by Lorrie Brown.
- GTA was not awarded the Tiger III Grant.
- Mr. Jackson stated that GTA has a good product, but we need to go to 30 minute head ways.

A motion was made by Mr. Trey Fouché to adjourn. The motion was seconded by Mr. Jan Williams. No opposers. The motion carries.

Prepared by: _____ Date: _____
Lorrie Brown, Greenlink Administrative Assistant

Approved by: _____ Date: _____
Mr. David Mitchell, GTA Board Chairman